

Strategies for Success

School District Energy Conservation Activities

9. Lighting Guidelines

Did You Know? Lighting accounts for up to 60% of a typical school's electric energy use. Lighting control is the most effective means of conserving electricity.

Before the School Day

- ☐ From the time the custodian arrives until 15 minutes before the students arrive – lighting in the corridors, restrooms and commons should be kept to a minimum, enough for people to safely move around. All other lights in unoccupied areas should be turned OFF.
- ☐ Custodian should not turn classroom, auditorium, gym or office lights on. Teachers and staff can do this when they arrive.
- ☐ 15 minutes before students arrive – all necessary lighting should be turned ON.
- ☐ Teachers can use partial lighting when students are not present in the classrooms.

During the School Day

- ☐ On sunny days, areas (entryways, commons, corridors, etc.) with ample daylight should have interior lights turned OFF.
- ☐ Teachers (or assigned students) and office staff should turn lights when leaving classrooms and offices.
- ☐ Be sure all outside lights are OFF. Portable classrooms have a manual switch. If outside building security lights are on, please notify maintenance.
- ☐ PE teachers can use less than the full bank of gym lights when holding classes outside.
- ☐ Teachers using the stage for classes should not use auditorium house lighting unless needed.

After the School Day

- ☐ Each staff member should turn lights OFF when leaving their classrooms or offices to attend meetings or before leaving for the day.
- ☐ Daytime custodian should brief substitute custodians of lighting control procedures.
- ☐ Custodial staff should do classroom trash and check for lights OFF.
- ☐ Custodial staff should vacuum corridors with lights ON while staff and students are still present.
- ☐ Soon after staff and students are noticeably gone, corridor lights should be turned OFF.

Nighttime

- ☐ Lights should be OFF except in the immediate area where custodial staff is working, or where school or community events are being held.
- ☐ Staff or community members hosting events should be held responsible for lighting control in that area of the school.
- ☐ Campus blackouts should be in effect within 15 minutes after the custodian is scheduled to leave.

We're here to get you started, and see you through!

Rebuild Colorado

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